



**Agency Records Disposition Schedule**

Department: Office of Administration

Section:

Division: Risk Management Section

Sub-Section:

**TITLE:** General Liability Claims

**CUTOFF:** EOSFY

**DESCRIPTION:** State liability claim, including incidents only. These files contain the accident on state property form as reported by the state agencies, correspondence, and supporting payment documentation.

**RETENTION:** Years: 25 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22534

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Injury Claims

**CUTOFF:** EOSFY

**DESCRIPTION:** Files on each reported claim. These files contain the employee injury report, medical reports, correspondence and other pertinent working documents.

**RETENTION:** Years: 15 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22535

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Injury Payment Fund

**CUTOFF:** EOSFY

**DESCRIPTION:** Warrant request and Special Payment Vouchers (PVS) or showing payments issued to vendors, both medical and legal, made on behalf of injured workers in accordance with alleged injuries reported under workers' compensation.

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22536

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Office of Administration

Section:

Division: Risk Management Section

Sub-Section:

**TITLE:** Legal Expense Fund

**CUTOFF:** EOSFY

**DESCRIPTION:** Claims from the legal expense fund. These files contain payment requests with supporting documentation from the Office of the Attorney General for resolution of lawsuits and judgments payable under the state legal expense fund.

**RETENTION:** Years: 25 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22537

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Motor Vehicle Claims

**CUTOFF:** EOSFY

**DESCRIPTION:** All motor vehicle claims, including conservation and incidents. These files contain the auto loss notice form as reported by the state agencies, correspondence, and supporting payment documentation

**RETENTION:** Years: 25 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22533

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Original Insurance Policies and Bonds

**CUTOFF:** Expiration of policy or bond

**DESCRIPTION:** Actual insurance policies and bonds that provide evidence of coverage by the state.

**RETENTION:** Years: 10 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22538

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007